



Health and Safety Committee Action Log

Open Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
1.	132/19 and 77/21	02.12.2019 and 05.10.2021	Mark Parsons to confirm timescale for the capital bid works at Caswell Clinic in respect of the camera and alarm system.	MP	January 2022	Design and specification have been developed and shared, awaiting confirmation of tender award and commencement of works.
2.	79/21	05.10.2021	A verbal update on the delivery of digital training on institution of occupational safety and health (IOSH) to be received January 2022 with a substantive report in April 2022.	MP	January (verbal) and April 2022 (report)	Due to on-going challenges this has been delayed. If it is not likely that F2F is not possible in Q4 or Q1 2022/23 a digital solution will be sourced.
3.	24/21 and 77/21	01.04.2021 and 05.10.2021	An update report on fire doors compliance be provided.	MP	July 2022	Update to be received in July 2022.
4.	36/19, 102/19, 128/19,	25.04.2019, 02.09.2019, 02.12.2019,	Update be provided regarding progress of the six facet review of backlog maintenance.	DK	July 2022	Update to be received in July 2022.

	14/20, 77/21	03.03.2020, 05.10.2021				
5.	22/21, 79/21	01.04.2021 and 05.10.2021	Face-to-face training to take place for Executives and Independent Members surrounding Health and Safety Infrastructure training.	MP	January 2022	A discussion to take place with the Director of Finance surrounding financial availability for face-to-face training.
6.	18/21 77/21	01.04.2021 05.10.2021	To receive an update on the tender for water risk assessments	DK	July 2022	Update be received in July 2022.
7.	95/20, 77/21	01.12.2020 05.10.2021	Mark Parsons to enquire regarding progress of Morriston Hospital flooring replacement. Substantive report expected January 2022.	MP	April 2022	To be added to April 2022 agenda.
8.	58/21 87/21	01.07.2021	The draft Health and Safety Newsletter be received at next committee.	MP	April 2022	Verbal update to be added to April 2022 agenda.
9.	25/21	01.04.2021	An update report be provided around the implementation of smoking legislation.	MP	April 2022	To be added to April 2022 agenda.
10.	57/21	01.07.2021	An update report on display screen equipment and home working assessments be received in January 2022.	MP	April 2022	To be added to April 2022 agenda.
11.	80/21	05.10.2021	A report on social distancing to be included in the next COVID-19 update.	MP	January 2022	On agenda. To be included in the COVID-19 Health and Safety Issues Report (verbal).



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Closed Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
12.	99/20 and 46/21	01.12.2020 01.07.2021	The quantity of drinking water and ice machines to be confirmed at October's committee and whether the machines are included within the water policy.	MP	October 2021	Completed
13.	76/21	05.10.2021	Display Screen Equipment checklist to be referred to the Workforce and OD Committee to confirm the governance arrangements.	JRQ	October 2021	Completed
14.	82/21	05.10.2021	Trauma Risk Management (TRiM) to be referred to WOD Committee to review the lack of usage in the primary care setting.	JRQ	October 2021	Completed
15.	51/21	01.07.2021	An update report on fire safety management be received at the end of Q4 (December/ January).	MP	January 2022	On agenda.
16.	86/21	02.12.2020	To receive an update on site	MP	January	On agenda

		05.10.2021	responsibility allocation. Mark Parsons to confirm a date with Maggie Berry to visit a property that has an allocated responsible person.		2022	
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